



# Chicago Metropolitan Agency for Planning

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## **CMAP Transportation Improvement Program Associate Planner (TIP052016) May 31, 2016**

**Job Category:** Associate Planner  
**Experience Required:** 3 to 5 years  
**Salary Range:** \$54,000 to \$66,933

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an Associate Planner to help advance the Transportation Improvement Program (TIP). CMAP is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information. For detailed information about our benefits, please go to <http://www.cmap.illinois.gov/about/careers#benefits>.

### **Position Description**

CMAP seeks to hire an Associate Planner who, under the direction of principal and senior staff, will be responsible for developing, tracking, and analyzing the Transportation Improvement Program, other agencies' highways and transit programs, and expenditure data. The Associate Planner also completes tasks required to ensure that the programs and analyses are in compliance with federal planning and environmental regulations.

In carrying out these duties, the Associate Planner will work on teams with CMAP staff under the direction of project managers or as a project manager and will work with staff and officials from partner agencies and municipalities. The position will require approximately ten percent in-region travel (i.e., out of the office, but not overnight), and occasional overnight travel.

The Associate Planner will report to the Principal, Transportation Improvement Program.

### **Responsibilities**

- Collect, develop, maintain, and analyze information required for the TIP, including the TIP database, annual obligation report, TIP fiscal report, other reports and analyses, and TIP documentation. Review program information and work with implementing agencies to ensure consistency with their programs as reflected in the TIP.
- Prepare materials for and make presentations to committees, including the Metropolitan Planning Organization (MPO) Policy Committee, Transportation Committee, Council of Mayors Executive Committee, TIER II Consultation Team, and Congestion Mitigation and Air Quality (CMAQ) Project Selection Committee.

- Become familiar with material from federal, state, regional, and local agencies pertaining to funds available to the region and with laws, regulations, and guidance affecting management of the region's transportation program.
- Review new materials as they become available and comment on their impacts on CMAP's TIP.
- Represent CMAP at committee, inter-agency, and external partner meetings as assigned.
- Collect, maintain, and analyze information required for active management of the CMAQ, Transportation Alternatives and Surface Transportation Programs.
- Recommend actions for the appropriate review committees.
- Recommend changes and enhancements improving the development and implementation of the region's transportation programs.
- Other responsibilities as directed by supervisor.

### **Knowledge, Skills and Abilities**

- Familiarity with relational databases.
- Strong analytic abilities.
- Ability to develop and implement analyses using spreadsheets and databases and to convey the results in clear, understandable written and oral presentations.
- Ability to accurately manage large amounts of detailed information.
- Ability to interpret laws, regulations, and guidance.
- Effective time management skills.
- Excellent written and oral communications skills.
- Ability to form collegial relationships and work cooperatively with internal staff teams and external partners.

### **Education and Experience**

Minimum of Bachelor's degree (with Master's preferred) in transportation planning, transportation engineering, urban planning, public administration, or a related field. Three years of experience in transportation programming or a related field.

### **How to Apply**

Please submit cover letter and resume via the web at: <http://www.cmap.illinois.gov/about/careers>.

Please refer to **Job Code (TIP052016)**.

### **Posting End Date**

This posting will close on July 1, 2016. All applications must be completed and submitted within that timeframe.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.*